

THIRTEENTH JUDICIAL CIRCUIT COURT BOONE COUNTY, MISSOURI JOB ANNOUNCEMENT

Announcement Date: **December 19, 2016**

Job Title: **Deputy Court Marshal**

Number of Positions Available: **1**

Full Time: **X**

Part Time:

Regular: **X**

Temporary:

Starting Salary: **\$36,337.60 Annual**

For the Office or Department of:

**Court Administrator's Office
Boone County Courthouse
705 E. Walnut
Columbia, MO 65201**

Contact: **Les Werner
Court Marshal**

Phone: **(573) 886-4075**
Boone County funded position

Obtain & Submit Resumes/Applications: Court Administrator's Office, Boone County Courthouse, 705 East Walnut St., Columbia, Missouri 65201 by 5:00 PM, Friday, December 30, 2016. You may obtain a job application online at: <http://www.courts.mo.gov/hosted/circuit13/other/jobs.htm> and e-mail your application and resume to BNE-Jobs@courts.mo.gov. All items submitted by email MUST be in PDF format only.

Summary of Duties:

Courtroom and courthouse security; tending to juries; arrest, process and guard defendants; automated record keeping.

Qualifications:

21 years of age; high school graduate or equivalent; good physical condition; no criminal record; high degree of personal honesty, integrity and emotional maturity; good communication skills.

Required: Must be POST certified as a Missouri Peace Officer. **Preferred:** Law enforcement experience and training; basic computer knowledge in Microsoft Word and Excel.

EOE & in Compliance with ADA